

## PUBLIC RECORDS NOTICE

Please direct your public records request to any of the following:

**EMAIL:** PlymouthDA.PublicRecords@Massmail.State.MA.US

**FAX:** (508) 586-3578

**MAIL:** Records Access Officer, Plymouth District Attorney, 32 Belmont Street, Brockton, MA 02301

**IN-PERSON:** *Only* at 32 Belmont Street, Brockton, MA 02301. Written requests are preferred under the regulations.

Respectfully,

Keith Garland

Gail McKenna

Records Access Officers

(508) 894-2535

## PUBLIC RECORD GUIDELINES

- The District Attorney's Office maintains records related to criminal investigations and prosecutions.
- When submitting a Public Records Request to this Office, please be as specific as possible when describing the records you seek. The more specific you are, the more efficiently we can respond to your request. For example, if you ask for "any and all records" it will take more time (and will likely be more costly) than if you request "all police reports," because we will be required to locate and review a higher volume of records.
- Please note that certain records or portions thereof are **exempt** from disclosure under the public records law and those records will be **withheld**. Examples of exempt records include:
  - materials pertaining to on-going investigations or prosecutions (G.L. c. 4, § 7(26)(f));
  - personal identifying information (G.L. c. 4, § 7 (26)(c));
  - grand jury minutes and related materials (G.L. c. 4, § 7(26)(a) & (f); Mass. R. Crim. P. 5(d));
  - medical, health, and hospital records (G.L. c. 4, § 7 (26)(c));
  - autopsy reports (G.L. c. 4, § 7 (26)(a) & (c); G.L. c. 38, § 2);
  - attorney work product and materials protected by the attorney client privilege (G.L. c. 4 § 7 (26)(d); *DaRosa v. City of New Bedford*, 471 Mass. 446 (2015); *Suffolk Construction Co., Inc. v. Division of Capital Asset Management*, 449 Mass. 444 (2007));
  - materials pertaining to juvenile delinquency cases (G.L. c. 119, § 60A);
  - Criminal Offender Record Information ("CORI") (G.L. c. 4, § 7(26)(a); G.L. c. 6, §§167A, 172);
  - reports of rape, sexual assault, or domestic violence (G.L. c. 4, § 7(26)(a); G.L. c. 41, § 97D); and
  - personnel files (G.L. c. 4, § 7 (26)(c)) .

For a complete listing of the exemptions to the Public Records Law, please see "A Guide to the Massachusetts Public Records Law," available at:

<https://www.sec.state.ma.us/pre/prepdf/guide.pdf>.

- In keeping with the exemptions noted above, some records will be produced in **redacted** form. You will receive a letter from this Office explaining the particular exemptions that apply to your request.

## PUBLIC RECORD GUIDELINES

- In accordance with G.L. c. 66, § 10(d), you may be assessed a fee for the costs associated with the production of public records. This Office will contact you regarding the charges applicable to your request.
- Under the Massachusetts Statewide Record Retention schedule, this Office is only obligated to retain records for prescribed lengths of time. The Massachusetts Statewide Records Retention Schedule is available at:  
<https://www.sec.state.ma.us/arc/arcpdf/0211.pdf>.
- Please be advised that certified copies of court records are not available from this Office. You may be able to obtain such records from the clerk's office in the applicable district court or the superior court in your county. For a listing of judicial records that may be available from the appropriate clerk's office, please see the "Guidelines on the Public's Right of Access to Judicial Proceedings and Records," available at:  
<http://www.mass.gov/courts/docs/sjc/docs/pubaccess.pdf>.
- If you are attempting to obtain a copy of your own criminal history, please contact the Department of Criminal Justice Information Services. Contact information for DCJIS is available at: <http://www.mass.gov/eopss/agencies/dcjis/>. If you are seeking information related to the sealing or expungement of records, please see "A Guide to Public Access, Sealing & Expungement of District Court Records," available at :  
<http://www.mass.gov/courts/docs/courts-and-judges/courts/district-court/pubaccesscourtrecords.pdf>.

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Keith Garland  
Gail McKenna  
Records Access Officers  
(508) 894-2535

*PUBLIC RECORDS REQUEST FORM*

**BEFORE MAKING YOUR REQUEST, PLEASE CONSULT THE DISTRICT ATTORNEY'S GUIDELINES FOR PUBLIC RECORDS REQUESTS**

To: Records Access Officer  
District Attorney's Office

From: Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/Town, State, Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone number (optional) \_\_\_\_\_

This is a request under the Massachusetts Public Records Law (G. L. c. 66, § 10) for copies of records pertaining to:

Commonwealth v. \_\_\_\_\_

Docket # \_\_\_\_\_ OR

Investigation and date of incident \_\_\_\_\_ OR

Other: \_\_\_\_\_

I request the following specific record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I prefer to receive any released records (check one):

By mail (you may be charged for postage) ☐

By email (if the records are available in electronic form) at the above address ☐

Call the above phone number and I will pick up the records ☐

I recognize that you may charge reasonable costs for copies, photographs, computer disks, or personnel time needed to comply with this request in accordance with G.L. c. 66, § 10(d), and that I may be required to pay in advance. If you cannot comply with my request, please provide an explanation in writing.

Sincerely,

\_\_\_\_\_

*For office use only:*

Records request # \_\_\_\_\_

Date received: \_\_\_\_\_

ADA assigned: \_\_\_\_\_